

Bi-Weekly Payroll



Dear State Employees,

The June 1, 2020 bi-weekly conversion date has almost arrived! We're excited to see this challenging process reap its rewards, not just for those whose jobs are directly affected by it, but for the employees who will appreciate the ease of consistent paydays and hours, as well.

This week, we'd like to offer a general recap of what is coming with the bi-weekly conversion.

- June 1, 2020, **all employees will convert** from semi-monthly to bi-weekly payroll schedules who hadn't converted previously.
- The first bi-weekly pay period will cover June 1, 2020 through June 14, 2020.
- Paydays will be every other Friday, totaling 26 per year (and sometimes 27), rather than 24 times.
- You will earn an equivalent amount of paid leave, but spread out across 26 pay periods instead of 24.
 - Please note that accrual "rounding" may be applicable and is determined by the terms of each bargaining unit's Letter of Agreement.
 - There will be no change to the value of your hourly rate or paid leave.
- Employees who work standard workweeks will have consistent pay period hours, which will always be made up of 14 days, or two standard workweeks (Monday – Sunday).
- There are no changes to overtime, shift differentials, flextime accrual, compensatory time accrual, or other premium pay rules.

We continue to encourage employees to check out the [Bi-Weekly Conversion webpage](#), read the categorized FAQs, watch the presentation video, try out the salary conversion calculator, and familiarize yourself with how bi-weekly payroll will work. For any questions that aren't answered there, you can always email the Employee Call Center at: employeeccallcenter@alaska.gov.

We'd like to give a final thank you to everyone who has assisted with this considerable undertaking, including the staff who put in countless hours to make this a successful project, all who have provided feedback, the union leaders who have taken time to understand what these changes entailed, our department leadership, and for all the support that everyone has shown along the way. Thank you so much!

Thanks,

Kelly Tshibaka
Commissioner
Department of Administration